

DDA  
FILE 50-1

**ROUTING AND TRANSMITTAL SLIP**

Date  
3 OCTOBER 1985

TO: (Name, office symbol, room number,  
building, Agency/Post)

1. DDA / PLANS

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Initials Date

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

## #1. ACTION

AFTER NOTIFYING ALL OF THE DA OFFICES, PLS  
PROVIDE ME WITH A LIST OF CANDIDATES SO THAT  
TWO NAMES CAN BE CHOSEN TO REPRESENT THE DDA.

NAMES DUE TO DD/OIT: 10 OCTOBER 1985

DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions

FROM: (Name, office symbol, Agency/Post)

Room No.—Bldg.

STAT

Phone No.

DRM 41 (Rev. 7-76)  
GSA  
101-11-206

CONFIDENTIAL

DD/A Registry  
85-3412OIT-0781-85  
2 OCT 1985

MEMORANDUM FOR: Deputy Director for Administration  
 Deputy Director for Intelligence  
 Deputy Director for Operations  
 Deputy Director for Science and Technology  
 Administrative Officer, DCI

FROM: William F. Donnelly [REDACTED]  
 Director of Information Technology

25X1

SUBJECT: Users/Standards Committee

1. At a recent meeting of the Information Systems Board, OIT presented an outline of its plans for the future Headquarters communications network, the adoption of IBM or compatible PC standard workstations, and other steps to modernize our ADP support and services. Our presentation proposed the creation of a Users/Standards Committee to advise the Director of OIT about user requirements in the context of existing central services and to help plan future user-central service relationships. The committee will be chaired by the DD/OIT. It will consist of two representatives from each directorate and one from the DCI area. The representatives will present the user requirements of their directorates.

2. I invite you to participate in the committee by nominating two people from your directorate who will participate actively in its deliberations. We recommend that not all of the representatives come from ADP planning organizations or from units that provide directorate ADP services. We ask that they be interested in improving both ADP services and the relationship between users and the providers of central services.

3. We intend to call our first meeting by 20 October. Please forward the names of your representatives to DD/OIT, Room 2D00 Headquarters, by 10 October, so that appropriate arrangements can be made and an agenda for the first meeting can be created.

[REDACTED]

William F. Donnelly [REDACTED]

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